

State of Hawaii
Department of Health
Family Health Services Division
WIC Services Branch

Request for Proposals

RFP No. 165-5 Special Supplemental Nutrition Program For Women, Infants and Children

March 11, 2005

Proposal Submittal Deadline:
March 31, 2005
4:30 p.m., Hawaii Standard Time

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

March 11, 2005

REQUEST FOR PROPOSALS
SPECIAL SUPPLEMENTAL NUTRITION PROGRAM
FOR WOMEN, INFANTS AND CHILDREN

RFP No. HTH 165-5

The Department of Health, Family Health Services Division, Women, Infants and Children (WIC) Services Branch, is requesting proposals from qualified applicants to provide supplemental foods, nutrition education and counseling, breastfeeding support and promotion, health and social service referrals to income eligible pregnant, breastfeeding and non-breastfeeding postpartum women, infants, and children under five (5) years of age who are found to be at nutritional risk.

Services include certification of eligible applicants in compliance with the United States Department of Agriculture Food and Nutrition Service Rules and Regulations, nutritional assessment and appropriate counseling, breastfeeding education and support, nutrition education, supplemental foods and health and social service referrals as needed.

The multi-term contract will be from June 1, 2005 to September 30, 2007. A single contract will be awarded for the island of Molokai.

Proposals must be postmarked on or before midnight on March 31, 2005 or hand delivered by 4:30 p.m., Hawaii Standard Time (H.S.T.) at the drop off site that is designated on the following page. There are no exceptions to this requirement.

The WIC Services Branch will conduct an orientation on March 17, 2005 from 9:00 a.m. to 11:00 a.m. H.S.T., at the Molokai WIC Office, Kaunakakai Civic Center, 65 Makaena Street, Kaunakakai, Hawaii 96748. All prospective applicants are encouraged to attend the orientation.

The WIC Services Branch will conduct a post award telephone conference during the week of April 18-22, 2005, to discuss transitional plans and training.

The deadline for submission of written questions is 4:30 p.m., H.S.T. on March 22, 2005. Please submit your written questions and/or inquiries directly to the RFP contact person, Ms. Elizabeth Apana at 235 South Beretania Street, Suite 701, Honolulu, Hawaii 96813, telephone (808) 586-8255, Toll Free 1-888-820-6425, Fax (808) 586-8189 or email egapana@mail.health.state.hi.us.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: Original and 3 copies
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**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
March 31, 2005**

WIC SERVICES BRANCH
ATTN: RFP COORDINATOR
235 SOUTH BERETANIA STREET, SUITE 701
HONOLULU, HAWAII 96813

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 p.m., Hawaii
Standard Time (H.S.T.) March 31, 2005.**

WIC SERVICES BRANCH
ATTN: RFP COORDINATOR
235 SOUTH BERETANIA STREET, SUITE 701
HONOLULU, HAWAII 96813

BE ADVISED: All mail-ins postmarked by USPS after **March 31, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **4:30 p.m., H.S.T., March 31, 2005**.
Deliveries by private mail services such as FEDEX shall be considered hand
deliveries and will not be accepted if received after **4:30 p.m., H.S.T.,
March 31, 2005**.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state-purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

WIC Services Branch
Department of Health
235 South Beretania Street, Suite 701
Honolulu, Hawaii 96813

Phone (808) 586-8255 Fax: (808) 586-8189

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	March 11, 2005
Distribution of RFP	March 11, 2005
RFP orientation session	March 17, 2005
Closing date for submission of written questions for written responses	March 22, 2005
State purchasing agency's response to applicants' written questions	March 24, 2005
Discussions with applicant prior to proposal submittal deadline (optional)	Not applicable
Proposal submittal deadline	March 31, 2005
Discussions with applicant after proposal submittal deadline (optional)	April 1-4, 2005
Final revised proposals (optional)	April 5, 2005
Proposal evaluation period	April 6, 2005
Provider selection	April 7, 2005
Notice of statement of findings and decision	April 7, 2005
Contract start date	June 1, 2005

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: March 17, 2005 **Time:** 9:00-11:00 am
Location: Molokai WIC, Kaunakakai Civic Center, 65 Makaena St., Kaunakakai

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: March 22, 2005 **Time:** 4:30 p.m., H.S.T.

State agency responses to applicant written questions will be provided by:

Date: March 24, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** – A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** – Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers* and *Provider Lists...The List of Registered Private Providers for Use with*

the Competitive Method of Procurement or call the State Procurement Office at (808) 587-470.

6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. Program Specific Requirements** – Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** – Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** – Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Main-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Proposals may be submitted via electronic mail, but must also have a hard copy postmarked by or submitted by the proposal submittal deadline. Address shall include Attn: RFP Coordinator
- E. Wages and Labor Law Compliance** – Before a provider enters into a service contract in excess of \$25,000; the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to:

http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome L. Fukino, M.D.	Name: Ann H. Kinningham
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: PO Box 3378, Honolulu, Hawaii 96801	Mailing Address: PO Box 3378, Honolulu, Hawaii 96801
Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813	Business Address: 1250 Punchbowl Street, Honolulu, Hawaii 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address).

Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The national WIC Program was established, because surveys found substantial numbers of pregnant, postpartum and breastfeeding women, infants and young children, from families with inadequate income at special risk with respect to their physical and mental health by reason of inadequate nutrition or health care, or both.

The WIC Program provides specific supplemental foods, nutrition education and counseling, breastfeeding support and promotion, and health and social service referrals to categorically – and income-eligible women, infants, and children under five (5) years of age found to be at nutritional risk.

The WIC Program is authorized by Section 17 of the Child Nutrition Act of 1966, as amended through Public Law 106-170 (December 17, 1999). The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) provide federal funds to the designated State Agency (SA). No State funding is provided. The WIC Services Branch (“BRANCH”) of the Family Health Services Division in the Health Resources Administration of the State Department of Health (DOH) is the designated SA for Hawaii. The DOH has administered the Hawaii WIC Program since 1976. The DOH in turn funds Local Agencies (LAs) throughout the state to deliver services.

B. Description of the goals of the service

The WIC Program is cost-effective in protecting or improving the health and nutritional status of low-income women, infants and children. Goals and objectives include: improved birth outcomes and savings in health care; improved diet and health; improved infant feeding practices through breastfeeding; improved immunization rates and access to regular source of medical care; improved cognitive development; reduction of obesity; and improved preconception nutritional status.

C. Description of the target population to be served

The target population must reside in Hawaii, be categorically and income eligible and have a nutritional risk.

Pregnant, breastfeeding (up to one year postpartum), and non-breastfeeding (up to six months postpartum women), infants, and children under five (5) years of age are categorically eligible.

Income-eligibility is set at 185% of the Federal Poverty Level (FPL); Reciprocal eligibility is income-eligibility provided for those eligible for the Food Stamp Program, Medicaid/Quest, Temporary Assistance for Needy Families or Temporary Assistance for Other Needy Families and Foster children.

A nutritional risk can be medically based (such as, but not limited to, anemia, poor growth, underweight, maternal age, history of pregnancy complications or poor pregnancy outcomes, substance abuse) or diet-based (such as, but not limited to, inadequate or inappropriate dietary patterns that may impair or endanger health). Risk factors may also include being homeless or a foster child.

D. Geographic coverage of service

The geographical area being considered for this contractual purchase of service (POS) is the island of Molokai, pending availability of federal funding. Priority consideration will be given to geographic areas with identified underserved eligible populations. Priority participants include pregnant women, breastfeeding women, children under five (5) years of age, and infants at nutritional risk as demonstrated by hematological or anthropometric measurements, or other documented nutritionally related medical conditions.

Data indicates:

85% of the households with children under five (5) years of age on the island of Molokai have total household incomes below 185% of the FPL. In general, children comprise 50% of WIC's caseload with infants and women each representing 25% of the caseload.

E. Probable funding amounts, source, and period of availability

USDA funds the WIC Program by Federal Fiscal Year (FFY), starting October 1 and ending September 30. Funding is dependent upon availability and the policies and guidelines that are established for the Executive Budget.

FFY 2005: \$1,969,950

FFY 2007: to be established

FFY 2006: to be established

II. General Requirements

A. Specific qualifications or requirements, including, but not limited to, licensure or accreditation

WIC Services Branch will arrange a post award telephone conference during the week of April 18-22, 2005 to discuss transitional plans and training.

LAs must comply with all pertinent Federal and State requirements. The applicant must comply with the Chapter 103F, Hawaii Revised Statutes (HRS) Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (effective October 2, 1998), which can be found in the POS Manual. The applicant must comply with 7 Code of Federal Regulations (CFR) §246.

LAs operating the WIC Program within a hospital must advise potentially eligible individuals that receive in- or out-patient prenatal, maternity or postpartum services or that accompany a child under the age of five (5) who receives well-child services, of the availability of WIC services and to the extent feasible, must provide an opportunity for individuals who may be eligible to be certified within the hospital for participation in WIC.

Guidelines:

LAs that provide integrated and comprehensive ongoing pediatric and obstetric care will be given priority for funding. The SA considers the following priority system in the selection of LAs. First consideration is given to a public or private nonprofit health agency that provides ongoing, routine pediatric and obstetric care and administrative services. Second consideration is given to a public or private nonprofit health or human service agency that enters into a written agreement with another agency for either ongoing, routine pediatric and obstetric care or administrative services. Third consideration is given to a public or private nonprofit health agency that enters into a written agreement with private physicians licensed by the State, in order to provide ongoing, routine pediatric and obstetric care to a specific category of participants. Fourth consideration is given to a public or private nonprofit human service agency that enters into a written agreement with private physicians licensed by the State, to provide ongoing routine pediatric and obstetric care. Fifth consideration is given to a public or private nonprofit health or human service agency that provides referrals for ongoing routine pediatric and obstetric care.

B. Secondary purchaser participation (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:

Not applicable.

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs) ☒ Multi-term (> 2 yrs.)

Contract terms:

The term of this contract will commence on June 1, 2005 or State's Notice to Proceed and continue to September 30, 2007, subject to availability of funds and performance of the contract.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Elizabeth Apana
WIC Services Branch
Family Health Services Division
235 South Beretania Street, Suite 701
Honolulu, Hawaii 96813
(808) 586-8255, Toll Free: 1-888-820-6425
E-mail: egapana@mail.health.state.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

The scope of work under this RFP encompasses the provision of supplemental foods, nutrition education, breastfeeding support and promotion, and referrals for health and social services at a rate for FFY 2005 of \$11.50 per WIC participant per month.

A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

The following activities are performed in accordance with the Hawaii WIC Program State Plan and the USDA FNS rules and regulations:

1. Certification, Eligibility and Coordination of Services

- 1.1 Determine eligibility and certify eligible applicants for the WIC Program. Process applications within the ten (10) to twenty (20) day processing standard.
- 1.2 Maintain confidentiality of information obtained from applicants and participants.
- 1.3 Maintain on file and have available for review, audit, and evaluation all documentation on certification, including information on other available services, income verification used, and specific criteria used to determine nutritional risk. Retain these records for three years as required.
- 1.4 Provide information on other health-related and public assistance programs. When appropriate, refer to such programs.

2. Nutrition Services

- 2.1 Provide nutrition education and counseling, and breastfeeding support and promotion to participants immediately upon completion of certification.
- 2.2 Submit an annual LA nutrition services plan, which includes, but is not limited to, goals and objectives, a plan of action, and evaluation for SA approval.
- 2.3 Expend and report nutrition education and breastfeeding promotion efforts and costs.
- 2.4 Attend training opportunities as required by the BRANCH to upgrade skills and to stay abreast of the most current programmatic requirements.

- 2.5 Provide client accessibility to services from permanent and/or satellite sites. Consider including extended hours of operation such as lunch hours, evenings and/or weekends to ensure accessibility.

3. Food Delivery/Food Instrument Accountability and Control

- 3.1 Provide negotiable food instruments (FIs) immediately upon completion of certification. Issue FIs at thirty (30) to ninety (90) day intervals dependent upon assessed needs during the certification period.
- 3.2 Control and provide accountability for the receipt, issuance and disposition of foods and FIs. Further, provide secure storage of unissued foods and FIs.

4. Civil Rights

- 4.1 Comply with civil rights requirements, handle complaints and provide for fair hearing procedures.
- 4.2 Provide information in appropriate languages to applicants and participants with limited-English proficiency (LEP).

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- 1.1 A Competent Professional Authority (CPA) must supervise nutrition services. CPAs may be physicians, nutritionists, dietitians, registered nurses or certified physician assistants. Staff must consist of at least a consultant Registered Dietitian (RD) for high-risk participants.
- 1.2 Paraprofessional and clerical staff must have, at a minimum, graduated from high school and have aptitude to learn the State's Serving Women, Infants and Children of Hawaii (SWICH) computerized program for WIC services.
- 1.3 Designate a Breastfeeding Coordinator and Outreach Coordinator.
- 1.4 Provide adequate full-time equivalent (FTE) staffing to ensure quality of services. The following guideline is the recommended staffing required:

Clinic Type	Caseload	Clinic Days	Staffing
Small Permanent/ Satellite	Up to 500	one clinic day per week	CPA - .25 - .5 Clinic Assistant - 1 and/or Clerical Assistant
Medium Permanent/ Satellite	500 to 2000	one to three clinic days per week	CPA - 1-2 Clinical Assistant - 1-2 Clerical Assistant - 1
Large Permanent	2000 to 3000	at least four clinic days per week	CPA - 2-3 Clinic Assistant - 2-3 Clerical Assistant - 2-3

2. Administrative

- 2.1 Provide secure American Disabilities Act (ADA) compliant facilities for office, clinic, storage space and restroom of sufficient square footage to accommodate the proposed program's equipment, computers, furnishings, materials, staff and participants and which will provide the privacy needed to ensure client confidentiality. It is strongly recommended that programs providing services allocate clinic space according to the following guideline:

Clinic Type	Caseload	Size *
Permanent/ Satellite	Up to 500	1200 square ft.
Permanent/Satellite	500 to 2000	1600 square ft.
Permanent	More than 2000	2100 square ft.
* Does not include waiting area, measurement area, and group/conference room, in the event that these areas are shared with other facility users.		

- 2.2 Manage assigned caseload (attain and maintain average monthly FI issuance assigned by the BRANCH). Funding may be adjusted in the current year, and the BRANCH reserves the right to reduce funding in following years in order to ensure services are provided in the applicable geographic area.
- 2.3 Participate in Program expansion by achieving caseload increases as negotiated with the BRANCH and subject to availability of Federal funds.

- 2.4 All nutrition education and outreach materials funded in part or in full with WIC funds, must be approved by the BRANCH prior to printing, and/or distribution.
- 2.5 Provide training to the agency's WIC staff to achieve the knowledge, abilities, skills, and attitudes needed to adequately perform the responsibilities of the position.
- 2.6 Maintain the automated system (SWICH) by complying with all requirements and specifications. (There are two FI printers involved: one for a larger clinic and the other for remote satellite clinics. Each printer will initially come with an installed cartridge and one spare. Agency will be responsible for replacement thereafter. Estimated costs for the large and small printer toner cartridge are \$384 and \$149, respectively. These cartridges contain a special magnetic toner and there can be no substitutions.)
- 2.7 Abide by the USDA Non-discrimination Policy Statement: "The USDA prohibits discrimination in its programs on the basis of race, color, national origin, sex, age or disability" which is to be posted in all offices and in all languages appropriate to the local population, including alternative means of communication (Braille, large print, audiotape, etc.).
- 2.8 Be responsible for their own determination and compliance efforts in regards to the Federal Health Insurance Portability and Accountability Act of 1996.

3. Quality assurance and evaluation specifications

Conform to all requirements for established standards of service including, but not limited to:

- 3.1 Nutrition service standards.
- 3.2 Plan of quality assurance, which includes staff commitment and understanding of the Program protocols and standards.
- 3.3 Appropriate methods of evaluation of all Program components.
- 3.4 A mechanism for feedback from participants.
- 3.5 Review of evaluation results and follow-up.
- 3.6 Proper training and continuing education for staff.

3.7 Audit reviews.

4. **Output and performance/outcome measurements**

- 4.1 Meet goals and objectives for each year of the contract as established by the SA.
- 4.2 Perform an annual evaluation on each measure of effectiveness.
- 4.3 Link short-term performance objectives to the overall objectives in the WIC State plan. (Refer to Attachment E – Table A and Attachment F – Table B).
- 4.4 Performance and Output measures are subject to revision during the course of the contract period.

5. **Experience**

The following priorities are established for the selection based on experience:

First consideration for experience as a public or private nonprofit health agency that provides ongoing, routine pediatric and obstetrical care and administrative services.

Second consideration for experience as a public or private nonprofit health or human service agency that will enter into a written agreement with another agency for either ongoing, routine pediatric and obstetric care to a specific category of participants (women, infants, and children).

Third consideration for experience as a public or private nonprofit health agency that will enter into a written agreement with private physicians licensed by the State, in order to provide ongoing, routine pediatric and obstetric care or administrative services.

Fourth consideration for experience as a public or private nonprofit human service agency that will enter into a written agreement with private physicians, licensed by the State, to provide ongoing, routine pediatric and obstetrical care.

Fifth consideration for experience as a public or private nonprofit health or human service agency that will provide ongoing, routine pediatric and obstetric care through referral to a health provider.

6. Coordination of services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Priority will be given to clinics co-located with health care centers. Any written agreements necessary for an agency in order to provide consideration for experience as defined above shall be submitted with this proposal.

7. Reporting requirements for program and fiscal data

- 7.1 Submit accurate reports and information to the BRANCH in accordance with timelines and format, including ad-hoc, monthly, quarterly and annual reports.
- 7.2 Maintain appropriate medical, fiscal, statistical and administrative records pertaining to operations and make them readily accessible to authorized Federal and State representatives at any reasonable time.

8. Pricing structure or pricing methodology to be used

Cost reimbursement.

9. Units of service and unit rate

Not applicable.

IV. Facilities

The applicant shall include the following information with proposal:

- 1) Floor plan of WIC clinic, identifying proposed location of staff computer equipment and secured storage for FI check stock and computer equipment.
- 2) Security plan, which includes an alarm system providing 24 hour monitoring. This must be operational prior to installation of computer equipment.
- 3) Plans for accommodation of installation of computer equipment by BRANCH Data Processing System Analysts on May 24 – 25, 2005.
- 4) Assurance or plans for installation of a dedicated modem line for the server in a secured area. (This must be operational prior to installation of computer equipment.)

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample Table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Any written agreements necessary for an agency in order to provide consideration for experience as defined in Section Two shall be submitted with this proposal.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A. Service Activities

- Describe your general philosophical framework and standards, which guide your planned activities and service delivery. Include information on the targeted client caseload by fiscal year.
- Describe the main components of your service delivery, including but not limited to: (include staff assigned to each activity).
 - 1) Participant flows for initial visit and return visits.
 - 2) Frequency of contacts.
 - 3) Nutrition assessment, education approach(es) and evaluation of knowledge obtained by participants.

- 4) Interventions, assessments, counseling, education for special populations such as homeless, non-English speaking and working parents.
- 5) Method in obtaining participant needs and evaluation of services.
- 6) Method to increase accessibility to services.
- 7) Outreach methods to provide services to all eligible individuals.
- 8) Coordination with other service providers (agreements, staff orientation).
- 9) Interventions to reduce no show appointments.
- 10) Breastfeeding support and education activities.
- 11) Methods to optimize participant service.

B. Management Requirements

Applicants shall identify their baseline for the performance measures. Given available resources and other external factors, the applicant shall formulate both reasonable and achievable performance objectives, and the approach to be taken in meeting these objectives for the multi-year contract period. The measures are subject to ongoing review and revision. Please refer the Attachment E, Table A (Performance Measures) and, Attachment F, Table B (Output Measures), which should be completed and attached to the POS application.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

1. Pricing Structure Based on Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the Contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a maximum obligation.

The following budget form(s), which are contained in the POS manual, shall be submitted with the POS Proposal Application:

- **SPO-H-205-WIC** - This is a special budget form for WIC services only. Form **SPO-H-205-WIC** and instructions on how to complete the form are contained in Attachment D of this RFP.
- All other budget forms, which must be completed by the applicant, are listed in Attachment A of this RFP. (Competitive POS Application Checklist).

2. Unallowable Costs:

The following costs are unallowable:

- Indirect Costs based on a rate that has not been negotiated with the Federal government. (A valid copy of the written agreement with the federal agency for the negotiated rate must be provided to the State).
- Depreciation-Assets acquired through the State or Federal government.
- Damage to or loss of any state loaned or owned equipment other than by usual wear and tear and/or authorized usage.

3) Travel-Out of State

Each out of state trip should be adequately justified on form SPO-H-206D (Budget Justification-Travel-Out of State). The Family Health Services Division will review requests for out of state travel using the following guidelines:

- The travel is essential to the implementation of the program.
- Personal attendance is preferable to conducting the business through FAX transmissions, correspondence, telephone or other telecommunication method.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached): Most recent financial audit.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>		<u>Possible Points</u>
<i>Administrative Requirements</i>		
<i>Proposal Application</i>		100 Points
Program Overview	0 points	
Experience and Capability	20 points	
Project Organization and Staffing	15 points	
Service Delivery	55 points	
Financial	10 Points	
TOTAL POSSIBLE POINTS		100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with State Procurement Office)
- Federal Certifications

2. **Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

a. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

b. Experience

- Priority consideration of experience as listed (0.5 point for each consideration with first consideration of experience being equal to 2.5 points.)
- Description of projects/contracts.

- c. **Quality Assurance and Evaluation**
 - Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- d. **Coordination of Services**
 - Demonstrated capability to coordinate services with other agencies and resources in the community.
- e. **Facilities**
 - Adequacy of facilities relative to the proposed services.

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

- a. **Staffing**
 - Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
 - Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- b. **Project Organization**
 - **Supervision and Training**: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
 - **Organization Chart**: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

3. *Service Delivery (55 Points)*

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.

- Assessment of logic of work plan for the major service activities and tasks to be completed _____
- Clarity of work assignments and responsibilities _____
- Realism of timelines and schedules _____
- Adequacy of security system _____
- Adequacy of clinic flow plan _____

4. *Financial (10 Points)*

Pricing structure based on cost reimbursement

Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal.

- Adequacy of accounting system.

C. **Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Federal Certifications
- D. Budget-Form SPO-H-205-WIC
- E. Table A – Performance Measures
- F. Table B – Output Measures

Attachment A

Competitive Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No.: HTH – 165-5

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
<i>Federal Certifications</i>		Attachment C		
Debarment & Suspension		Attachment C	X	
Drug Free Workplace		Attachment C	X	
Lobbying		Attachment C	X	
Program Fraud Civil Remedies Act		Attachment C	X	
Environmental Tobacco Smoke		Attachment C	X	
Program Specific Requirements:				
Table A - Performance Measures		Attachment E	X	
Table B – Output Measures		Attachment F	X	

Authorized Signature

Date

Attachment B

Sample Table of Contents for The POS Proposal Application

Proposal Application Table of Contents

I.	Program Overview.....	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience.....	4
C.	Quality Assurance and Evaluation.....	5
D.	Coordination of Services.....	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications	9
B.	Project Organization	10
	1. Supervision and Training.....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery.....	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
C.	Organization Chart	
	Program	
	Organization-wide	
D.	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
E.	Program Specific Requirements	

Organization: _____
RFP No: _____

Attachment C

Federal Certifications

CERTIFICATION REGARDING NONDISCRIMINATION

The PROVIDER hereby agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and Food and Nutrition Services (“FNS”) directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the PROVIDER receives Federal financial assistance from FNS; and hereby gives assurance to immediately take measures necessary to effectuate this agreement. By accepting this assurance, the PROVIDER agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violation of this assurance, the Department of Agriculture, Food and Nutrition Service, shall seek judicial enforcement of this assurance. This assurance is binding on the PROVIDER, its successors, transferees, and assignees, as long as it receives assistance or retains possession of any assistance from the Department of Agriculture. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the PROVIDER.

Organization

Authorized Signature

Date

Title

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by an Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why, should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

Organization Name

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs;
 - And
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

Organization: _____
RFP No: _____

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (d) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Division of Grants Policy and Oversight
Office of Management and Acquisition
Department of Health and Human Services, Room 517-D
200 Independence Avenue, S.W.
Washington, D.C. 20201

Organization Name

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled “Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions,” generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions. (If needed, Standard Form-LLL, “Disclosure of Lobbying Activities,” its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: _____
RFP No: _____

Organization Name

Name and Title of Authorized Representative

Signature

Date

Organization: _____
RFP No: _____

CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that her or she is aware that any false, fictitious, or fraudulent statement or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Organization: _____
RFP No: _____

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Par C- Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this document the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that it will require the language of this certification be included in any subaward, which subgrantees shall certify accordingly.

Organization Name

Name and Title of Authorized Representative

Signature

Date

Attachment D

Budget-Form SPO-H-205-WIC

BUDGET

(Period _____ to _____)

Applicant/Provider: _____

RFP No.: _____

Contract No. (As Applicable): _____

BUDGET CATEGORIES	Total (a)	Administrative (b)	Direct Client Services (c)	Nutrition Education (d)	Breastfeeding (e)
A. PERSONNEL COST					
1. Salaries					
2. Payroll Taxes & Assessments					
3. Fringe Benefits					
TOTAL PERSONNEL COST					
B. OTHER CURRENT EXPENSES					
1. Airfare, Inter-Island					
2. Airfare, Out-of-State					
3. Audit Services					
4. Contractual Services - Administrative					
5. Contractual Services - Subcontracts					
6. Insurance					
7. Lease/Rental of Equipment					
8. Lease/Rental of Motor Vehicle					
9. Lease/Rental of Space					
10. Mileage					
11. Postage, Freight & Delivery					
12. Publication & Printing					
13. Repair & Maintenance					
14. Staff Training					
15. Subsistence/Per Diem					
16. Supplies					
17. Telecommunication					
18. Transportation					
19. Utilities					
20. Other: Hemotological Fees					
21. Other: Housekeeping					
22. Other: Advertising					
23. Other: Security					
TOTAL OTHER CURRENT EXPENSES					
C. EQUIPMENT PURCHASES					
D. MOTOR VEHICLE PURCHASES					
TOTAL (A+B+C+D)					
SOURCES OF FUNDING		Budget Prepared By: _____ Name (Please type or print) _____ Phone _____ Signature of Authorized Official _____ Date _____ Name and Title (Please type or print) _____			
(a) Budget Request					
(b)					
(c)					
(d)					
TOTAL REVENUE		For State Agency Use Only Signature of Reviewer _____ Date _____			

Attachment E

Table A-Performance Measures

Table A - Performance Measures

Applicant Org. _____

RFP No. _____

Column A		Column B	Column C	Column D	Column E	Column F	Column G
Performance Measure	Data Source	Baseline for FY 2004	Annual Performance Objective for Fiscal Year 2004	Annual Performance Objective for Fiscal Year 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. (Attach additional sheets as necessary.)
Pregnancy 1. Increase the number/percentage of pregnant women enrolled in the WIC program in the 1 st trimester to improve pregnancy outcomes. 2. Increase the number/percentage of pregnant women who receive prenatal care in the first trimester.	PNSS Table 1A SWICH Report, Trimester of Entry into WIC PNSS Table 1A SWICH Risk #334, Late Prenatal Care						
Postpartum/Breastfeeding 1. Reduce low birth weight. 2. Increase the proportion of WIC mothers who breastfeed their babies till 6 months.	PNSS Table 1A FI Issuances to Breastfeeding moms						
Infants/Children 1. Reduce iron deficiency among infants: Percent of Low Hgb Percent of Low Hct	PNSS Table 1A SWICH Risk #201, Low Hct/Hgb						
2. Reduce iron deficiency among children aged 1-2 years of age: Percent of Low Hgb Percent of Low Hct	PNSS Table 1A SWICH Risk #201, Low Hct/Hgb						
3. Reduce iron deficiency among children aged 3-4 years of age: Percent of Low Hgb Percent of Low Hct	PNSS Table 1A SWICH Risk #201, Low Hct/Hgb						
4. Reduce iron deficiency among Hapai women.	PNSS Table 1A						
	SWICH Risk #201, Low Hct/Hgb						

Attachment F

Table B-Output Measures

Table B - Output Measures

Applicant Org. _____

RFP No. _____

	Baseline	Estimated	Estimated	Estimated	Estimated
Program Activity	FY 2004	FY 2004	FY 2005	FY 2006	FY 2007
1. Increase effectiveness and documentation of nutrition education for each WIC participant by developing and implementing a Nutrition Services Plan in accordance with the Hawai'i State Plan. At least 90% of all audited records will include documentation of appropriate and required nutrition education interventions.					
2. Provide WIC services to all eligible pregnant, breastfeeding, and postpartum women, infants and children up to age five years, in achieving 100% assigned caseload targets.					

